George Spicer Primary School

Finance and Business Officer Person Specification

Aptitude and abilities	Essential	Desirable	Assessed by
Excellent written skills and the ability to interpret financial			Application
data	✓		& interview
Ability to work on own or as part of a team			Application
	✓		& interview
High levels of organisation	✓		Application
Good record-keeping	✓		Application
Good communication skills with both adults and children			Application
including a good telephone manner	✓		& interview
Maintain absolute confidentiality and integrity			Application
	✓		& interview
Ability to manage time effectively and prioritise tasks	✓		Application
			& interview
A commitment to provide a first class customer service to			Application
our pupils, their families and our wider school community	✓		& interview
Qualifications & Experience			
Previous experience of working with budgets			Application
	✓		& interview
Previous experience of working in a financial capacity			Application
	✓		& interview
Experience of working within the school environment			Application
		✓	& interview
Experience of using finance software packages		✓	Application
Experience of MIS (Management Information Systems)		✓	Interview
Experience of working with spreadsheets (e.g. Microsoft			Application
Excel)	✓		& interview
Maths & English GCSE Grade C or above (or equivalent)	✓		Application
Evidence of some training in finance	✓		Application
Personal qualities			
Ability to get on well with staff, children and the public			Application
	✓		& interview
Good interpersonal skills at all levels.			Application
	✓		& interview
Ability to demonstrate a flexible and adaptable approach to			Application
vork · · · · · · · · · · · · · · · · · · ·	✓		& interview
Willingness to take on a range of tasks and utilise a range			Application
of skills	✓		& interview
Ability to be a good 'team worker', including working co-			Application
operatively with other staff	✓		& interview
Professional in attitude and appearance	✓		Interview
Understands the importance of policies for safeguarding			Application
children and young people.	✓		& interview
Positive "can do" approach to tasks			Application
••	✓		& interview
Committed to equality and diversity			Application
	✓		& interview
An understanding of the importance of Health and Safety			Application
at Work	✓		& interview